



## MARQUETTE DOWNTOWN DEVELOPMENT AUTHORITY BY-LAWS

Effective January 10, 2002, as amended January 2011; April 11, 2019; December 10, 2020; February 10, 2022, July 14, 2022, April 13, 2023

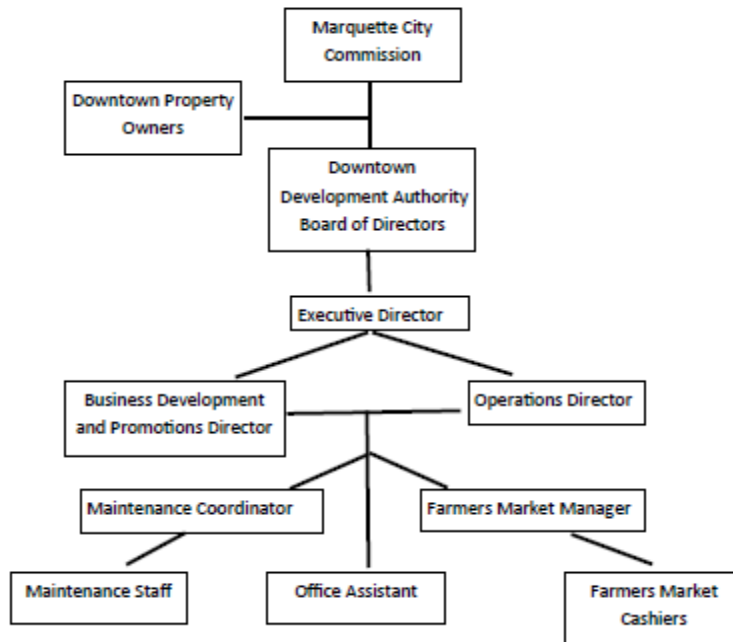
### I. Organization

#### A. Name

The name shall be known as the “Marquette Downtown Development Authority,” hereinafter called, “The DDA”.

#### B. Structure

The DDA is a public authority of the City of Marquette created by City Ordinance 298, in 1976; recodified as City Code Chapter 16, Article III; Section 16-80 through Section 16-115 and pursuant to Public Act 57, 2018, and shall have all the powers and responsibilities as granted by the Act. The DDA shall be under the supervision and control of a board of directors, hereinafter called, “The Board.”



#### C. Mission

Established under Public Act 197 (amended by Public Act 57, 2018) by the City of Marquette, the Downtown Development Authority is committed to preserving and strengthening the downtown district by creating a positive atmosphere for owners, businesses, investors, patrons, visitors, and employees, and is dedicated to preserving our historic architecture, through planning and implementation of projects which inspire public and private investment.

#### D. Board Character

1. The members shall be appointed by the City Manager subject to approval of the City Commission.
2. The Board shall consist of eight appointed members and the City Manager.
3. Before assuming the duties of office, each member shall qualify by taking and subscribing to the constitutional oath of office.
4. A member shall serve a term of four years. The terms of two members shall expire each year on December 31. A member shall hold office until their successor is appointed.
5. At least five members of the Board shall have an interest in property located in the downtown district and one member shall be a resident of the downtown district.
6. Board members are responsible to attend all regular and special meetings of the DDA. Board members unable to attend a meeting shall notify either the Executive Director or the Chairperson at least 24 hours prior to the meeting of their absence in order to be excused from the meeting. Board members with three or more unexcused absences or three consecutive absences shall be requested to resign from the Board.
7. Pursuant to notice and after having been given an opportunity to be heard, a member of the board may be removed for cause by the City Commission. Removal of a member is subject to review by the circuit court.
8. The Chairperson of the Board shall be elected by the members. The board shall also elect a Vice-Chairperson, Treasurer, and Secretary. The Secretary shall be responsible for keeping a record of the proceedings of the meetings. In accordance with Public Act 57 of 2018, the director may serve in the capacity of the Secretary to the Board.
9. The board may employ and fix the compensation of a director. The director shall serve as the Chief Executive Officer of the Authority and shall serve at the pleasure of the Board.

#### E. Standing Committees

1. The standing committees of the DDA shall be as follows:
  - Parking
  - Business Development and Promotion
  - Personnel/Executive
  - Design and Maintenance
  - Farmers Market
2. The Chairperson shall appoint committee members. If appropriate, the Chairperson may appoint individuals other than board members to serve in an adjunct capacity on a committee.

3. The Personnel/Executive Committee shall be comprised of the Chairperson, City Manager, and one other Board member as appointed by the Chairperson.
4. Farmers Market Committee members are required to observe the Farmers Market Operations at one Saturday morning market per season for a minimum of one hour.

## **II. Meetings**

All business of which the board shall perform shall be conducted at a public meeting held in compliance with the Open Meetings Act.

- A. The Board shall meet on the second Thursday of each month at 8:00 a.m. at a place specified by the Board. Special meetings may be held if deemed necessary and shall be advertised in accordance with the Open Meeting Act.
- B. Rules of all meetings shall be held in accordance with Roberts Rules of Order.
- C. A quorum for the transaction of business shall be five (5) members.
- D. Public Comment shall be limited to three (3) minutes per citizen wishing to make comment.

### **E. Agenda**

The order of the agenda shall be as follows:

- Roll Call
- Additions and approval of additions to the Agenda
- Public Comment
- Consent Agenda to include:
  - Approval of the minutes of the prior meeting(s)
  - Review and approval of bills presented for payment
  - Review and approval of financial reports
- Old Business
- New Business
- Committee Reports
- Director's Report
- Public Comment
- Board Member Comments

## **III. Powers and Procedures of the Board**

The DDA shall have and ascribe to all the powers and duties as set forth in Public Act 57, 2018.

## **IV. Amendments to By-Laws**

Amendments to the By-Laws shall be ratified by the Board and in accordance with Public Act 57, 2018.